



## ASSISTANT DIRECTOR – FULL TIME

“We are passionate about making a difference in our community, one person at a time, by enriching lives and empowering people through relevant, accessible, high quality library services.”

That's the library's mission. We want energetic, compassionate, and fun people to help us fulfill it.

### **We are looking for someone special to serve our community as our Assistant Director.**

- 40 hours per week, exempt; salary \$50-55,000 depending on experience and qualifications
- Benefits: paid time off, medical, dental, vision, 403(b) plan
- Includes 1 or 2 evenings per week (Monday-Wednesday, until 7pm)
- At least 1 Saturday per month (9am-1pm)

### **This is a job you'll love:**

- You will assist the Director with personnel, policy, and strategic planning decisions to help Parchment Community Library continue to be a touchstone for its community and a welcoming “home” for everyone who walks through our doors.
- You will act on the Director's behalf when she is not available.
- You will oversee our Patron Services Desk, working hands-on with our dynamic staff to maintain and continually refine our high standards of customer service.
- You will create monthly schedules for the whole staff and coordinate training, assignments, and other duties as needed.
- You will attend Library Board meetings, community meetings, training, and conferences as needed at the discretion of the Director.
- You will be responsible for ordering and maintaining supplies (both the fun ones and the necessary ones) for several departments.
- You might assist with cataloging, interlibrary loan, or other duties – we're excited to meet you and learn what you're passionate about!

### **Who are we?**

- A Class 3 library serving just over 10,000 people.
- Parchment, MI is located near the northeast corner of Kalamazoo; the Library also includes portions of local townships as part of its service district.
- 10 staff members, an active Friends group, and a cadre of dedicated volunteers.
- We are beginning a renovation planning phase, and you're just in time to add your thoughts!



## ASSISTANT DIRECTOR – FULL TIME

### Do you have what it takes?

- Minimum 2 years supervisory experience, preferably in a library setting.
- Strong organizational and time-management skills, with the ability to shift focus as needed.
- Intellectual curiosity, sense of humor, and personal standards of both excellence and empathy.
- Ability to communicate effectively with the general public both orally and in writing.
- Bachelor's Degree required. Masters of Library and Information Science preferred.
- Computer literacy with MS Office proficiency required.
- Successfully pass a background check and pre-employment screening.

### Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the essential duties of this job, the employee is frequently required to walk, sit, speak, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must be able to push/pull fully loaded book carts/trucks weighing up to 150 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials/furniture weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### How to apply

- Please submit your resume and a cover letter in pdf format, outlining your relevant experience and why you're interested in this role, to Director Jennie Willard at [jwillard@parchmentlibrary.org](mailto:jwillard@parchmentlibrary.org).
- **Deadline:** until filled

The employees of the Parchment Community Library work "at will."  
The Parchment Community Library is an equal opportunity employer.